**Introduction**

[YOUR ORGANISATION] is a transparent and fair organisation and balances this with the need to work with and employ people with high levels of experience. Grant Panellists should act in the best interests of [YOUR ORGANISATION] to avoid situations where there may be a potential conflict of interest or loyalty. Conflicts of interests or of loyalty may arise where an individual’s personal or family interests and/or loyalties conflict with those of [YOUR ORGANISATION] or the organisation applying for funding. Such conflicts may create problems; they can:

* Inhibit free discussion;
* Result in decisions or actions that are not in the interests of [YOUR ORGANISATION];
* Risk the impression that [YOUR ORGANISATION] has acted improperly.

The aim of this policy is to protect [YOUR ORGANISATION], trustees, staff and volunteers from any appearance of impropriety.

**Definition of Conflicts of Interest and Loyalty**

**Conflict of Interest**: A conflict of interest is any situation in which personal interests or loyalties could, or could be seen to prevent panellists from making a decision only in the best interests of [YOUR ORGANISATION].

**Conflict of Loyalty**: This means a particular type of conflict of interest, in which a panellist’s loyalty or duty to another person or organisation or themselves could prevent them from making a decision only in the best interests of [YOUR ORGANISATION].

**Connected Person**: In broad terms this means family, relatives or business partners of panellist’s as well as businesses in which a panellist’s has an interest through ownership or influence.

**Gifts and Hospitality**: [YOUR ORGANISATION] interpret gifts and hospitality to include a gift of any goods or services; the opportunity to acquire any goods or services freely or at a discount or other terms not available to the general public; the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public. All gifts and hospitality over £100 should be declared.

**Procedure**

To avoid potential conflicts of interest and loyalty, panellists cannot be employed by, a beneficiary of, or immediate family member of the organisation applying. Additionally, panellists should not serve if they have a close personal relationship with someone whose financial interests will be affected by awarding of the grant. Panellists should note any other biases that may inhibit their ability to fairly and objectively rate an applicant's proposal. A bias may also exist relative to organisations that are named sub-recipients in an application. All conflicts must be declared by panellists at the start of meetings and recorded and they should also declare any rising conflicts of interest in advance of the meeting. Conflicted panellists may not vote on matters affecting their own interests and must notify the Chair immediately if they discover a potential conflict during the course of evaluating applications. The Chair will decide the appropriate course of action which may include the individual removing themselves from discussions where they are conflicted or completely removing themselves from the meeting.

**Declaration Form**

A declaration form should be completed annually and when any material changes occur. If individuals are not sure what to declare, please err on the side of caution. In addition, record on the form all gifts and hospitality of a value over [£ received during the year]

**Undeclared Conflict Of Interest or Loyalty**

Undeclared conflicts will be dealt with by the [YOUR ORGANISATION] Board and may result in termination of voluntary role or even criminal proceedings.

**[YOUR ORGANISATION] Declaration of Interest and Loyalty Form**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Grant Panellist for [YOUR ORGANISATION] have set out below my interests in accordance with [YOUR ORGANISATION]’s Conflicts of Interest an Loyalty Policy.

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| Category | Please give details of the conflict and whether it applies to yourself or a member of your immediate family, connected persons or some other close personal connection, current employment or any previous employment in which you continue to have a financial interest or a loyalty. |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership etc. in Camden or linked to [YOUR ORGANISATION]. |  |
| Membership of any professional bodies, special interest groups or mutual support organisations in Camden or linked to [YOUR ORGANISATION]. |  |
| Investments or shareholdings in companies, partnerships and other forms of business in Camden or linked to [YOUR ORGANISATION]. |  |
| Gifts or hospitality over £100 offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Do you use, or care for a user of any organisations in receipt of funding (grants or contracts) from [YOUR ORGANISATION]? |  |
| Any contractual relationship with [YOUR ORGANISATION]. |  |
| Any other conflicts that are not covered by the above. |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflicts of Interest and Loyalty Policy and for no other purpose.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**